

Oneida County Job Description

Job Title:	Registered Dietitian
Class Title:	Dietitian
Department:	Public Health
Reports To:	Public Health Director
FLSA Status:	Exempt-Profes.
Prepared By:	Linda Conlon
Prepared Date:	October 2011
Approved By:	Lisa Charbarneau
Approved Date:	October 2011
Reviewed Date:	_____

SUMMARY This professional full-time position provides assigned administrative duties and direct nutrition services to a variety of public health programs including WIC, prevention block grants, MCH programs, Department on Aging and the County Personnel Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs assigned administrative duties of the WIC program under the guidance of the Public Health Director.

Provides nutrition assessment, counseling and follow up services for the Women, Infant and Children participants or parents or caretaker of infant and child participants. Conducts nutrition education sessions and prepares and distributes newsletters as needed.

Develops and implements an annual nutrition education, quality assurance, breast feeding promotion, outreach and vendor relations plan for the local WIC program.

Monitors and communicates with WIC vendors as needed.

Performs administrative duties of the WIC program as assigned by the Director.

Assures implementation of policies and procedures in the WIC Operations and System Manuals.

Conducts staff meetings and in-service sessions.

Issues WIC drafts and enters certification and draft issuance data/information in the WIC Real-time Online Statewide Information Environment (ROSIE).

Monitors WIC staff use of the WIC Real-time Online Statewide Information Environment (ROSIE) ensuring that input information is accurate, up to date and following documentation policy.

Assures nutrition assessment equipment is properly maintained. Assures the security of the computer hardware and WIC data.

Develops and provides nutrition and health promotion services for any other local health program as needed.

Provides general public health nutrition services for Oneida County including technical assistance to nursing staff and social workers, implements community nutrition programs and directs services to clients when appropriate.

This position may be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to:

- *creating, implementing, and evaluating performance standards
- *identifying, implementing, and assessing program quality improvement processes

Acts as consultant to the Senior Center meals program as needed.

Any other duty as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to interpret and communicate nutrition information as well as to establish and maintain effective working relationships. Must be able to understand and follow Federal and State nutrition guidelines. Must know about other community services relating to nutrition as well as be knowledgeable of personal computers and word processing packages.

EDUCATION and/or EXPERIENCE College degree in Foods and Nutrition or Dietetics from an accredited University by the American Dietetic Association.

A Registered Dietitian(RD) who is registered with the American Dietetic Association and Certified Dietitian (CD) who is certified by the State of Wisconsin.

Experience in public health nutrition is desirable.

LANGUAGE SKILLS Must possess good verbal and written skills.

REASONING ABILITY Ability to evaluate situations and make good independent decisions.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Wisconsin Drivers license and reliable vehicle.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.